



City of Puyallup
Office of the City Engineer
333 South Meridian
Puyallup, WA 98371

CITY OF PUYALLUP

REQUEST FOR QUALIFICATIONS - INFORMATION PACKET Water Utility Risk and Resiliency Assessment & Emergency Response Plan CIP #20-016 Submittal Due Date: October 1, 2020

INTRODUCTION:

The City of Puyallup (“City”) is requesting Statements of Qualifications (SOQ) to provide engineering services for the Water Utility Risk and Resiliency Assessment (RRA) & Emergency Response Plan (ERP) Certification project. All services are to be performed or supervised by persons appropriately licensed or registered under state laws governing the practice of engineering. Consultants must be experienced in the preparation of compliance documents that meet the specific requirements of the American Water Infrastructure Act (AWIA). The RRA will be accomplished in general conformance with the American Water Works Association’s Manual J100.

Interested firms must submit an electronic copy (PDF) of their Statements of Qualifications titled “Consultant Firm Name - Water Utility Risk and Resiliency Assessment & Emergency Response Plan SOQ.” Consultants are encouraged to submit concise and clear responses to the Request for Qualifications. Responses of excessive length or complexity are discouraged. Statements of Qualifications should be limited to ten (10) 8 ½” x 11” single-sided pages, including cover letter and resumes. Please include a statement to the effect that the consultant’s project lead and key members, as well as sub-consultants, will not be replaced without prior approval of the City.

The city reserves the right to award other applicable phases of the project to the selected consultant.

BACKGROUND:

The scope of the project includes obtaining Risk and Resiliency certification and Emergency Response Plan certification. The City is required to certify completion of the RRA by December 31, 2020, and then certify completion of an updated ERP by June 30, 2021, or within 6 months of the RRA certification.

The RRA requires an “all hazards” risk approach including malevolent act and natural hazards. The RRA needs to evaluate all the critical assets of the water utility including transmission and distribution mains, source water, storage, pumping systems, SCADA systems (cybersecurity), etc. It also needs to evaluate the: (1) monitoring practices of the utility; (2) financial infrastructure; (3) use, storage, and handling of various chemicals; and (4) operation and maintenance of the water system.

The ERP needs to incorporate the findings of the RRA and include strategies and resources to improve the resilience of the water system; plans and procedures that can be implemented to

respond to any hazard that threatens the ability of the system to deliver safe drinking water and any actions, procedure, and equipment that can be used to significantly lessen the impact of an event; and strategies that can be used to aid in the detection of a hazard. Data from existing emergency response plans will be used in conjunction with the results of the RRA to produce an updated ERP that meets the requirements of the AWIA. The ERP must also meet the requirements of the National Incident Management System (NIMS) and comply with the Incident Command System (ICS) planning protocols.

RESPONSE TO THE REQUEST FOR QUALIFICATIONS:

At a minimum, your response to the RFQ must include the following information:

1. General qualifications of the firm to perform the work as described in this RFQ.
2. Representative List of Projects – list a minimum of four previous, successfully completed, Risk and Resiliency Assessments, Emergency Response Plans, and Water System Plans.
3. Include references for each project listed above identifying the owner, contact person's name, title, address, and telephone number.
4. Provide the name, phone number, and office address of the project manager who will direct the work for your firm.
5. Describe the project manager's experience with preparing compliance and planning documents.
6. Identification of proposed team members for the City's project with organizational chart and qualifications of the project manager, project engineer, and all key personnel proposed for this project. Identify similar projects on which the proposed team members have jointly worked and discuss their availability to work on the City's project.
7. Ability to obligate staff to meet stated deadlines for RRA & ERP certifications as previously provided in this RFQ.
8. Discuss and quantify your firm's past performance regarding similar projects. Share your performance history; what percentage of similar projects were completed on time and on budget; give reasons for budget overruns and missed deadlines.

SUBMITTAL DEADLINE:

Interested firms must submit an electronic copy (PDF) of their Statements of Qualifications via email clearly titled “Consultant Firm Name - Water Utility Risk and Resiliency Assessment & Emergency Response Plan SOQ”

Statements of Qualifications should be limited to ten (10) 8 ½” x 11” single-sided pages, including cover letter and resumes.

Due to the COVID-19 pandemic, the City of Puyallup is implementing Social Distancing protocols for this project by requiring proposals be submitted via **electronic format only**. (Hard copy submission of proposals submitted to the Engineering Department at City of Puyallup, City Hall will not be accepted.)

The Statement of Qualifications must be submitted to the City of Puyallup no later than **2:00 PM on October 1, 2020** to be considered. Submittals received after this date and time will automatically be rejected and will not receive further consideration by the City.

To be considered, please submit qualifications to Drew Young using the following email:

dyoung@PuyallupWA.gov

The email subject line shall be titled the following, “Consultant Firm Name – Water Utility Risk and Resiliency Assessment & Emergency Response Plan SOQ”

For specific questions, please contact Craig Hale at (253) 841-5503 or by email at Craig@PuyallupWa.gov.

EVALUATION OF SUBMITTALS:

1. A City evaluation committee will review the responses to this RFQ for the purpose of identifying and recommending those firms offering, in total, the highest qualifications and experience with this type of project.
2. The City will evaluate the RFQ submissions based on the criteria and weighting referenced in items 1 – 8 above. All submittals will be reviewed and ranked according to competence and professional qualifications as well as a demonstrated ability to perform the work.
3. On the basis of the information submitted, the City may select a shortlist of firms for interviews. The lead members of the project team will be expected to attend any interviews scheduled with the City.
4. Final selection of a consultant will be based on submitted materials, the interview conducted, and responses from any references solicited.

5. The selection of a consultant and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which submittal is in the City's best interest and to award the contract on that basis, to reject any and all submittals, waive any irregularities of any submittal, and negotiate with any potential consultant if such is deemed to be in the best interest of the City.

The City makes no commitment to any respondent to this request for Statements of Qualifications beyond consideration of the written response to this request. Preparation of materials in response to this RFQ are totally the responsibility of the consultant.

The City of Puyallup is an equal opportunity employer and encourages disadvantaged, minority, and women-owned consultant firms to respond.

Americans with Disabilities Act (ADA) Information

The City of Puyallup in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs activities. This material can be made available in an alternate format by emailing Drew Young at dyoung@puyallupwa.gov or by calling collect (253) 435-3641.

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